United Nations ST/IC/2003/44

Secretariat

5 August 2003

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language and Communications Programme at Headquarters — 2003/2004**

1. Language courses in Arabic, Chinese, English, French, Russian, and Spanish are organized in order to promote linguistic balance and multilingualism within the Secretariat and to improve the language capabilities of its staff as mandated by the General Assembly in its resolutions 2480 B (XXIII), 43/224 D and 50/11. The purpose of these courses is to provide staff members with the opportunity to learn the official languages of the Organization and to use them in their work. To further enhance the ability of staff members to perform their jobs with greater competence and to develop their linguistic skills for professional development, special courses which concentrate on a specific skill, such as drafting or giving presentations, are offered.

2. The purpose of the present circular is to advise staff members of the registration dates and schedules for the United Nations Language and Communications Programme at Headquarters.

I. Fall 2003 and 2004 course calendar

3. The fall 2003 and 2004 course calendar is as follows:

(a) *September 2003 term*

Language classes:	15 September-5 December
End-of-term examinations:	8-12 December

(b) *January 2004 term*

Language classes:	5 January-26 March
End-of-term examinations:	29 March-2 April

* Expiration date of the present information circular: 31 December 2004.

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(c) *April 2004 term*

Language classes:	19 April-9 July
End-of-term examinations:	12-16 July

(d) *September 2004 term*

Language classes:	13 September-3 December
End-of-term examinations:	6-10 December

II. Registration

4. The registration schedule for language and communications courses is as follows:

(a) *Registration for September 2003 term*

2-5 September 2003

(b) *Registration for January 2004 term*

3-14 November 2003

(c) *Registration for April 2004 term*

23 February-5 March 2004

(d) *Registration for September 2004 term*

7-18 June 2004
30 August-5 September 2004

(e) *Registration for January 2005 term*

1-12 November 2004

Registration procedure

5. New participants may register for a language course during the registration period in room S-606, between 1 and 3 p.m. Those who have some prior knowledge of the language they wish to study must make an appointment for a placement test when they register.

6. Once registered, participants will be given an opportunity in class, before the end-of-term examination, to renew their registration for regular courses in subsequent terms. Participants are advised that, if they fail to register at that time, they may be dropped from the programme unless they have submitted a written explanation of their special circumstances to the appropriate language coordinator.

7. All participants, whether new or continuing, who wish to participate in special courses, such as the advanced reading workshops and the pronunciation workshops, must register in room S-606. In the case of special courses, if a specific course is oversubscribed priority will be given to staff members and applicants who have not taken the course before.

8. Returning participants who have been absent from a course of study for two terms or more will be required to take a placement test in order to re-enrol in the programme.

Language of study

9. Prospective participants are advised to exercise particular care in choosing the language in which they wish to take either a regular or an accelerated course, for they may register for only one such course each term and may not interrupt a course of study in one language in order to begin studying another without the prior authorization of the Officer-in-Charge of the Language and Communications Programme. Students in the programme must write to the Officer-in-Charge to request such a change.

Notification of enrolment

10. Staff members and other participants whose registration is current or who have registered during the established registration period should check the class lists, which will be posted on the sixth floor of the Secretariat building, in the SA-B classroom area, and on the second floor of the DC2 building during the week before the beginning of each term.

Cancellation of registration

11. Participants who believe that they will be unable to complete the course in which they are enrolled and wish to withdraw must do so by completing the change-of-registration form in room S-606 between 1 and 3 p.m. within the first two weeks of the term. If those students wish to re-register for the same course in a subsequent term, they must come in person to room S-606 during the announced registration period. Paying participants who cancel their registration after this two-week period will be considered participants for the term and will be charged the full fee for each course in which they have registered (i.e., no tuition fees are refunded after the second week of classes). Furthermore, they will be treated as repeaters when they register for the same course in a subsequent term.

12. For paying students, the fee for each regular and accelerated course is **$350** per term. Two-hour per week conversation and special courses are **$200** per term and one-hour per week special courses are **$100** per term.

III. Language courses

13. Three types of language course are offered each term: regular, accelerated and special. In addition, the Learning Service designs and conducts special job-related language courses to meet specific language needs at the request of departments.

Regular courses

14. Regular courses meet for one-hour periods, three or four times a week, depending on the level. Regular courses offered in the evenings meet twice a week for 1½ hours. Classes are offered at the following times:

Before work:	8.30 a.m.
Lunch hour:	12 noon, 1 p.m. and 2 p.m.
After work:	5.45 p.m. (6.15 p.m. during the General Assembly session)

15. Not all levels of a given language are offered at each of these times. Draft schedules, posted in room S-606, should be consulted at the time of registration.

Every effort will be made to place registrants according to the time preferences they indicate; however, because the number of places in lunch-hour courses is limited, there is no guarantee that registrants will be given the time they have chosen.

Accelerated courses

16. Accelerated courses are offered as an intensive alternative to the regular programme. Classes meet five days a week from 8.30 to 9.30 a.m.

IV. Special communications skills

17. To address the needs of the Organization for staff members to develop their communication skills for work-related purposes, courses have been developed as indicated in the report of the Secretary-General on the implementation of the strategy for the management of the Organization's human resources and other human resources management issues (A/C.5/51/1).

18. The writing training component of communication skills addresses the need to improve the drafting skills of staff members whose functions require them to draft in a working language of the Organization. Writing workshops, which include courses in expository writing, drafting letters and memoranda (English and French) and report writing, generally meet from 3 to 5 p.m., one day a week. In addition, presentation skills courses (English and French) are offered to develop the ability of staff members to speak more effectively before groups. Special language workshops that allow participants to focus on and improve their abilities in specific skill areas are offered on a rotating basis. At the time of registration, participants may check which workshops are available in the language they wish to study.

19. For a description of these courses, staff are requested to consult the Staff Development Programme site of the Office of Human Resources Management on the United Nations Intranet (http://intranet/OHRM/Training/2La0.htm), under the heading "Staff Services", or the Staff Development Programme booklet.

V. Additional information

Lunch-hour attendance of language courses

20. Supervisors are requested to permit staff members attending classes during their lunch hour 20 minutes for a quick meal before resuming their work.

Absenteeism

21. Participants are advised that those who fail to attend class during the first week of the term will automatically be dropped from the class list, and their places may be allotted to persons on the waiting list unless they have informed the language coordinator in writing. Absences from class during the term should be explained in writing to the appropriate language coordinator.

Course materials

22. Participants will be informed on the first day of class of the materials that will be used during the course. Textbooks assigned for specific language courses may be available for purchase in the United Nations bookshop, located in room GA-032A.

End-of-term examinations

23. Examination schedules are posted during the last month of classes. Participants are advised that examinations are an integral and mandatory part of the language programme. Participants who do not sit for the end-of-term examination will be dropped from the programme unless they have submitted an adequate written explanation to the appropriate coordinator in advance of their absence.

24. Examinations are given after the last week of classes for regular and accelerated courses to determine whether a participant will pass to a higher level or repeat the course. The examinations consist of written and oral components, both of which participants must pass to be able to go on to the next level. Participants who fail a course may arrange to have a general discussion of the results of their examination by making an appointment with the appropriate language coordinator one week after the beginning of a term.

25. Participants who are prevented by compelling circumstances from taking the examination as scheduled and who wish to request a make-up examination must write a memorandum to the coordinator of the language they are studying.

26. Participants who choose to repeat a level irrespective of their grade on the final examination should so inform their teacher at the end of the course period in order that they be re-enrolled at the same level. A repeater's fee will be charged.

Language proficiency examination

27. The United Nations language proficiency examination is the official test of a staff member's knowledge of a language and may be taken both by participants who have completed the last level of a language course and by staff members who have achieved proficiency from outside sources. The language proficiency examination will be given on 21 and 22 January 2004 and 19 and 20 May 2004. The application to take this examination must be made separately. Further details are provided in the information circular on the year 2004 language proficiency examinations. There are no make-up examinations for the language proficiency examination.

VI. Enquiries

28. The information desk in the Secretariat building located in room S-606 is open from 1 to 3 p.m. on weekdays for enquiries.

29. The following is a list of telephone numbers to call for information:

Officer-in-Charge of the Language and Communications Programme:	963-7027
Information desk:	963-7056
DC2 Training Assistant:	963-2482
Language proficiency examinations:	963-9503/9508

Pedagogical enquiries and appointments with language coordinators and head teachers:

Arabic:	963-9506
Chinese:	963-2481
English:	963-2985
French:	963-7019/1125
Russian:	963-7063
Spanish:	963-7026

Teachers' room (1B-24):	963-5155
Teachers' room (DC2-0203):	963-2480
Fax machine number for the Language and Communications Programme office, room S-606:	963-6016

Office hours of language coordinators are posted outside room S-606.

United Nations ST/IC/2003/45

Secretariat

13 August 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2004 national competitive recruitment examinations**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the United Nations Secretariat who wish to take the national competitive recruitment examinations at the P-2 level in 2004, in accordance with the provisions of administrative instruction ST/AI/1997/1.

2. The 2004 national competitive recruitment examinations will be held in mid-February 2004 in the following P-2 occupational groups: administration, demography, information technology, library, political affairs, social affairs and statistics.

3. A list of participating Member States is contained in the annex to the present circular.

4. Staff members who meet the conditions set out in administrative instruction ST/AI/1997/1 may apply by completing the attached application form and an updated Personal History (P11) or Personal History Profile (PHP) found in the Galaxy system and forwarding them, by 30 September 2003, to: 2004 NCRE (Staff members), Examinations and Tests Section, Room S-2575E, Specialist Services Division/Office of Human Resources Management. The most recent performance appraisal form (PAS) and copies of all university degrees obtained must be attached to the application. Incomplete applications will not be considered.

* Expiration date of the present information circular: 31 December 2004.

03-46707 (E) 200803

United Nations application form for the 2004 national competitive recruitment examination for General Service staff members of the United Nations Secretariat only

Section I
Personal data

Last name: _____ Room No.: _____ Ext.: _____

First name: _____ Index No.: _____

E-mail: _____ Nationality: _____

Gender: _____ Grade: _____ Duty station: _____

Department: _____ Appointment: _____

EOD date: _____ Expiration date: _____

Date of birth: _____

Section II
Type of examination

Occupational group: _____

Latest copy of performance appraisal (PAS) attached: _____

Period covered in your PAS: _____

Copies of degrees attached: _____

Updated P11 or PHP attached: _____

This application, together with the documentation requested in section II, should be submitted by 30 September 2003 to the Examinations and Tests Section, Specialist Services Division, Room S-2575E. Applications may also be submitted by e-mail (OHRM_ets@un.org) or faxed to +1-212-963 3683.

Date: _____ Signature: _____

Annex

List of Member States participating in the 2004 national competitive recruitment examination programme

Afghanistan
Andorra
Angola
Antigua and Barbuda
Bahrain
Brazil
Brunei Darussalam
Cambodia
Comoros
Cyprus
Czech Republic
Georgia
Germany
Grenada
Guatemala
Guinea-Bissau
Honduras
Iraq
Israel
Japan
Kiribati
Latvia
Libyan Arab Jamahiriya
Liechtenstein
Madagascar
Maldives
Malta
Mauritius
Mexico
Micronesia
Monaco
Norway
Oman
Paraguay
Poland
Portugal
Qatar
Republic of Korea
Republic of Moldova
Saint Lucia
Samoa
San Marino
Sao Tome and Principe
Seychelles
Singapore
Slovenia
Solomon Islands
South Africa
Suriname
Switzerland
Tajikistan
Timor-Leste
Tonga
Turkey
Turkmenistan
Tuvalu
United States of America
Uzbekistan
Vanuatu
Viet Nam
Yemen

United Nations ST/IC/2003/46

Secretariat

13 August 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Rates of daily subsistence allowance at Headquarters, Geneva and Vienna**

1. Pursuant to section 2.2 of administrative instruction ST/AI/1998/3 on the system of daily subsistence allowance, the purpose of this circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to this circular.

2. The schedule set out in the annex replaces the schedule contained in the annex to information circular ST/IC/2002/58 of 4 October 2002.

* The present circular will be in effect until further notice.

03-46705 (E) 190803

Annex

Rates of daily subsistence allowance at Headquarters, Geneva and Vienna

	Headquarters[a] *(in US$ per day)*		*Geneva*[b] *(in SwF per day)*	*Vienna*[c] *(in euro per day)*
(a) *First 60 days*, consecutive or otherwise, at the temporary duty station:				
	First 30 days	*Next 30 days*		
Under-Secretary-General or Assistant Secretary-General	385	328	435	277
D-1 and D-2	316	269	358	228
All other staff	275	234	311	198
(b) *During the next 60 days*, consecutive or otherwise, at the temporary duty station:				
Under-Secretary-General or Assistant Secretary-General	238		303	194
All other staff	183		233	149
(c) *After 120 days*, consecutive or otherwise, at the temporary duty station:				
Under-Secretary-General or Assistant Secretary-General	178		243	155
All other staff	137		187	119

[a] Effective 1 April 1998.
[b] Effective 1 August 2002.
[c] Effective 1 June 2003.

United Nations ST/IC/2003/47

Secretariat

22 August 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2004**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2004, in accordance with the provisions of administrative instruction ST/AI/2000/4 of 5 April 2000.

Eligibility

2. Administrative instruction ST/AI/2000/4 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2004 Sabbatical Leave Programme, section 2 of document ST/AI/2000/4 provides that the Programme is "open to United Nations staff members with five years of service with the Organization and who are expected to serve for no less than two years after the completion of the sabbatical leave".

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University (UNU) and institutions that are members of the Academic Council on the United Nations System, research or study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System contained in annex II to the present circular and the list of participating research and training centres of the United Nations University contained in annex III.

Application procedures

4. Applicants are requested to complete the application form contained in annex I to the present circular and to submit it, through their respective head of office or department, together with a proposal describing the research or study project that

* Expiration date of the present information circular: 31 December 2004.

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they wish to pursue to the Officer-in-Charge, Sabbatical Leave Programme, Room S-2500, Specialist Services Division, Office of Human Resources Management, New York, NY 10017, by 12 November 2003. Letters of recommendation should be sent to the same address.

5. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the research or study project;

(b) Field of the research or study project;

(c) Rationale for the research or study project;

(d) Relationship of the research or study project to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study and/or research activities;

(g) Detailed methodology;

(h) Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;

(i) Usefulness of the expected outcome of the research or study project and its practical implications for the individual and the Organization;

(j) Endorsement by the Director of Division, Head of Office or Department or Chief Administrative Officer of Mission responsible for the work of the applicant during the proposed research or study project.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their research or study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave.

6. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2000/4.

7. Each applicant and his/her head of office or department will be informed of the decision of the Selection Committee. The selected staff members will be requested to accept in writing the specified conditions of the award.

8. The application form contained in annex I is also available online in English and French (United Nations Intranet — Forms) P.298 (8-02)-E or -F (the English version is attached).

Annex I

Sabbatical leave programme application form

For 2004

Please complete this form and submit it to the Staff Development and Learning Service, Office of Human Resources Management, together with your research or study project proposal, by 12 November 2003.

A. Personal information

Name (last, first, middle initial) _____ _____ Index No. _____

Functional Title/Field of work _____

Category/level _____ Type of contract _____

Contract expiration date _____

Department/division/office _____

Name of approving head of office
or department (Director or above) _____

Duty station _____

Telephone _____ E-mail _____

EOD (Secretariat) _____ EOD (present duty station) _____

Title of proposed research or study project _____

B. Background

1. Relevant work experience. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

2. University studies

Degree	*University/country*	*Area of study*	*Year graduated*

3. Recommendations: please arrange to have two letters of recommendation sent directly to the Officer-in-Charge, Sabbatical Leave Programme, Staff Development and Learning Service, OHRM, New York, by 12 November 2003. These recommendations should be provided by professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the research or study project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names, titles and institutional affiliations of the professionals who will be sending the letters of recommendation.

Name	*Titles*	*Institutional affiliations*

4. If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (*attach an additional sheet if necessary*).

☐ Teaching ☐ Research ☐ Publication

Date	*Subject matter*	*Institution/place*

C. Placement

1. Please indicate the name and address of the institution or organization in which you wish to carry out your research or study project. Please attach copies of any preparatory correspondence, between you and the institution, relevant to the proposed research or study project.

Name of institution/organization	*Address*

2. Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (*check as applicable*):

☐ Adviser

☐ Office space

☐ Communication facilities (fax, telephone, computer)

☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Reminder:
The endorsement of the head of your department, office or mission must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

American Society of International Law

Arias Foundation for Peace and Human Progress

Center for Environmental Policy
Bard College

Center for the Global South
The American University

Center of International Studies
Princeton University

Center on International Cooperation
New York University

Centre for Foreign Policy Studies
Dalhousie University

Centre for the Study of Globalisation and Regionalisation
University of Warwick

Centro de Estudios Internacionales
El Colegio de México

Centro de Investigación y Docencia Económicas A.C.

Dag Hammarskjöld Library
United Nations

Defence Forces Library
The Military College

Department of Political Science
University of Alberta

Department of Political Science
University of Lund

Dickey Center for International Understanding
Dartmouth College

Elliott School of International Affairs
The George Washington University

Fletcher School of Law and Diplomacy
Tufts University

Global Affairs Institute
Syracuse University

Graduate Institute of International Studies
University of Geneva

Harvard College Library

Institute for Security Studies

Institute for the Study of International Organizations
Long Island University — Brooklyn Campus

Institute of Social Studies, The Hague

Institute of World Economy and International Relations (IMEMO)

International Cooperation Research Association

International IDEA

International Institute for Labour Studies
International Labour Organization

International Peace Academy

Joan B. Kroc Institute for International Peace Studies
University of Notre Dame

Mershon Center
The Ohio State University

Netherlands Institute of International Relations, "Clingendael"

Norwegian Institute of International Affairs

Ralph Bunche Institute on the United Nations
City University of New York

Richard L. Walker Institute of International Studies
University of South Carolina

Stanley Foundation

Stiftung Entwicklung und Frieden-Development and Peace Foundation

Thomas J. Watson Jr. Institute for International Studies
Brown University

United Nations Association of the United States

United Nations Research Institute for Social Development

United Nations Staff College

United Nations Studies at Yale
Yale University

United Nations University

United States Institute of Peace

Universidad Externado de Colombia

Annex III

United Nations University participating centres

Under its Charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the General Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. UNU is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. UNU research and training centres conduct in-house research and training and coordinate research and training involving institutions in many countries.

The location of specific UNU research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing study projects at UNU include:

1. **UNU headquarters, Academic Division, in Tokyo**

   Peace and governance

   Sustainable development

2. **UNU Institute of Advanced Studies (UNU/IAS) in Tokyo**

   Eco-restructuring for sustainable development

   Mega-cities and urban development

   Multilateralism and governance

3. **UNU World Institute for Development Economics Research (UNU/WIDER) in Helsinki**

   Economics of transition

   Liberalization and development in sub-Saharan Africa

   Institutional and distributive issues

   International finance and economic issues

   Global governance

4. **UNU Institute for New Technologies (UNU/INTECH) in Maastricht, the Netherlands**

   Socio-economic implications of new technologies